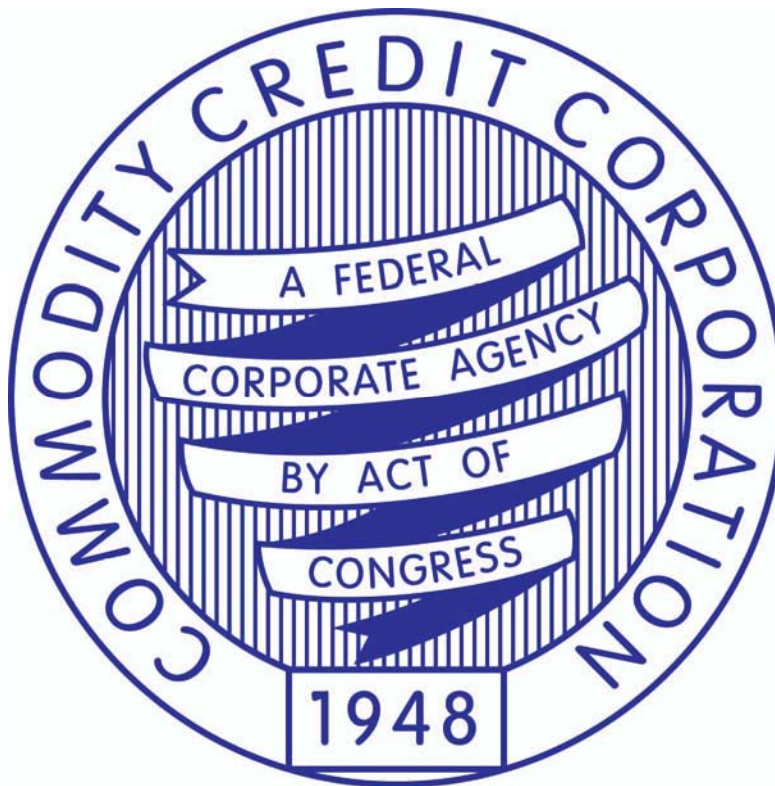


**United States Department of Agriculture**  
Farm Service Agency  
Commodity Credit Corporation

Tobacco Transition Assessment  
Payment Process Using PAY.GOV

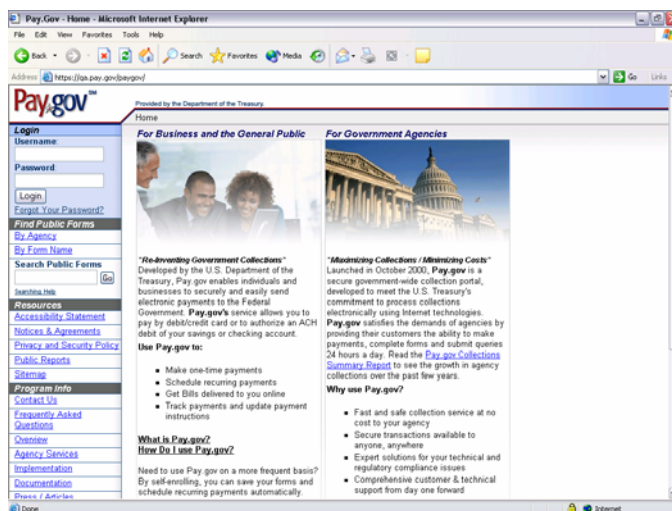


February 21, 2006

## Payment Process Using PAY.GOV

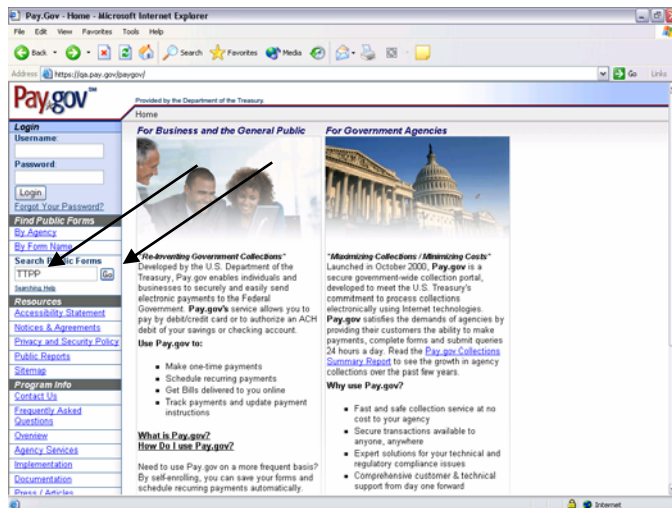
### A. PAY.GOV Web Address:

The web address for paying the Tobacco Assessment online is: <https://www.pay.gov>  
This is a secure web site.



### B. Locating the Form:

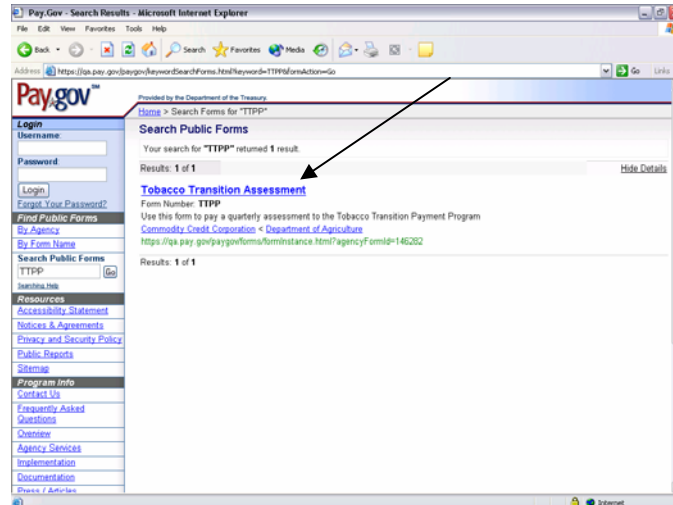
To locate the Tobacco Transition Assessment Form type “**TTPP**” (without the quotes) in the “Search Public Forms” box under the “Find Public Forms” section on the left panel. Then click on the “Go” button.



## Payment Process Using PAY.GOV (continued)

### C. Access to Tobacco Transition Assessment Form:

Click the “Tobacco Transition Assessment” link to get to the form.



### D. The Tobacco Transition Assessment Form:

This will bring up the Tobacco Transition Payment Program Assessment Form.

A screenshot of the Tobacco Transition Assessment form displayed in a Microsoft Internet Explorer browser window. The form is titled 'United States Department of Agriculture Tobacco Transition Assessment'. It is divided into three main sections: 'Business Information', 'Assessment Information', and 'Contact Information'. The 'Business Information' section includes fields for Business Name, Employer Identification Number, Business Address, City, State, and Zip Code. The 'Assessment Information' section includes fields for Invoice Number, Customer ID, Product Type (with radio buttons for Cigarettes, Roll-Your-Own, Cigar, Chewing Tobacco, Snuff, and Pipe Tobacco), and Payment Amount. The 'Contact Information' section includes fields for Point of Contact (First Name, Last Name, Telephone Number, Extension, and E-Mail Address). A checkbox at the bottom indicates 'Person Authorizes Payment if different from Point of Contact'.

### Payment Process Using PAY.GOV (continued)

#### E. Required Fields:

All Fields are required with the exception of the following:

- The second address line in the Business Address area
- The extension field in the Point of Contact area

The following area is optional:

- Person Authorizing Payment

After all the required fields have been entered on the form, click on the “Submit” button:

The screenshot shows a web browser window titled "Pay.Gov - Form Instance - Microsoft Internet Explorer". The address bar shows a URL starting with "https://pay.gov...". The form is divided into several sections:

- Business Address:** Includes fields for Business Address (two lines), City, State (dropdown), and Zip Code.
- Product Type (Choose one):** Includes radio buttons for Cigarettes, Roll-Your-Own, Cigar, Chewing Tobacco, Snuff, and Pipe Tobacco.
- Payment Amount:** Includes a text field for the payment amount.
- Contact Information:** Includes fields for Point of Contact (First Name, Last Name, Telephone Number, Extension, E-Mail Address).
- Person Authorizing Payment (if different from Point of Contact):** Includes fields for First Name, Last Name, Telephone Number, Extension, and E-Mail Address.

At the bottom of the form is a button labeled "Submit Data". A black arrow points to this button.

### Payment Process Using PAY.GOV (continued)

#### F. Financial Entry Information ACH Debits:

The following screen will appear asking for financial information. ACH Debits information is on the top of the screen and scroll down for Plastic Card information.

Assessments \$10,000 and over, will automatically be an ACH Debit.

**Note: ACH Debits are limited to \$100 million and multiple ACH Debits are acceptable.**

Enter all required fields, then click on the “Continue with ACH Payment” button to complete the transaction.

The screenshot shows the Pay.gov Online Payment form in a Microsoft Internet Explorer browser window. The form is titled "Pay.gov - Online Payment" and includes a navigation bar with "Home" and "Online Payment" links. A message states: "The system has populated the Payment Date with the next available payment date." The form is divided into sections: "Online Payment" and "Step 1: Enter Payment Information". Below this, it says "This item is payable by Bank Account Debit (ACH) or Plastic Card (ex. VISA, Mastercard, American Express, Diners Club, Discover)". A link for "Option 1: Pay Via Bank Account (ACH) About ACH Debit" is provided. A note indicates "Required fields are indicated with a red asterisk \*". The form contains several input fields: "Account Holder Name:", "Payment Amount: \$100.00", "Account Type:" (a dropdown menu), "Routing Number:", "Account Number:", "Confirm Account Number:", and "Check Number:". Below these fields, there are three boxes for "Routing Number" (01 26 94 6 76 3), "Account Number" (9 24 3 76 7 3 9), and "Check Number" (1 2 3 4). The "Payment Date" is set to 09/27/2005, and the "Invoice Number" is CP0530000000. At the bottom, there are three buttons: "Continue with ACH Payment", "Cancel", and "Return To Your Form". A note at the very bottom states: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly."

#### Entries for ACH Debits (Top of Screen)

## Payment Process Using PAY.GOV (continued)

### G. Financial Entry Information Plastic Card:

For assessments between \$1.00 and \$9,999.99 ACH Debit or Plastic Card maybe used to pay the Tobacco Assessment. Scroll up for ACH Debit entries.

**Note: Plastic Card transactions are limited to \$9,999.99.**

Enter all required fields, then click on the “Continue with Plastic Card Payment” button to complete the transaction.

The screenshot shows a web browser window titled "Pay.Gov - Online Payment - Microsoft Internet Explorer". The address bar shows "https://pay.gov/forms/forinstance.html". The form is titled "Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)". It includes fields for "Account Holder Name", "Payment Amount: \$100.00", "Billing Address", "City", "State / Province", "Zip / Postal Code", "Country" (set to "United States"), "Card Type" (with icons for VISA, Mastercard, American Express, and Discover), "Card Number", "Security Code", "Expiration Date", and "Invoice Number: CP0530000000". A red asterisk indicates required fields. Below the form, there is a note: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." and three buttons: "Continue with Plastic Card Payment", "Cancel", and "Return To Your Form". At the bottom, there is a footer with copyright information and links for "Contact Us", "Frequently Asked Questions", "Terms & Agreements", "Accessibility Policy", and "Privacy and Security Policy".

### Entries for Plastic Cards (Bottom of Screen)